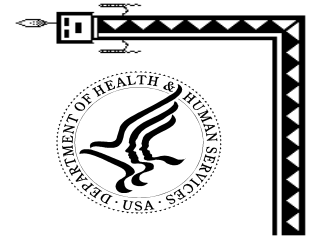




# DEPARTMENT OF HEALTH AND HUMAN SERVICES

## NAVAJO AREA INDIAN HEALTH SERVICE



We will not accept faxed or emailed applications.

Applications mailed using government postage or through an internal government mail system will not be considered.

### VACANCY ANNOUNCEMENT

SR-08-115

### OPENING DATE

September 29, 2008

### CLOSING DATE

October 10, 2008

### POSITION

Nurse Educator

### LOCATION AND DUTY STATION

SHIPROCK SERVICE UNIT  
Four Corners Regional Health Center  
Nursing Administration  
Red Mesa, AZ

### NUMBER OF VACANCIES

One (1) PCN 5318-02

### GRADE/SALARY

GS-610-11: \$64,198 - \$78,643 per annum  
\*Special rate under 5 USC 5305

### APPOINTMENT

☒ Permanent

### WORK SCHEDULE

☒ Full-Time

### AREA OF CONSIDERATION

☒ IHS-Wide

### PROMOTION POTENTIAL

☒ No known potential

### SUPERVISORY/MANAGERIAL

☒ No

### HOUSING

☒ Governing Housing available

### TRAVEL/MOVING EXPENSE

☒ Relocation costs authorized

**DUTIES:** Serves as the clinical nurse educator performing a full range of administrative and clinical duties as well as providing consultative work for the health center. Incumbent is responsible for comprehensive educational and staff development programs within the facility. Evaluates educational needs and skill levels of nursing and clinic personnel through: a) needs assessment surveys; b) expert assessment of clinical environment in relation to contemporary advances in nursing practice; and c) implementation of new educational guidelines/regulations. From needs assessment data and knowledge of required educational programs, develops, implements, and revises goals and behavioral objectives for state-of-the art medical and nursing programs of instruction and lesson plans. Incumbent utilizes professional nursing principles and practices throughout all activities. Provides new graduate nurses orientation and training into hospital nursing, serves as a liaison with and establish relationships with schools of nursing, nursing students; and coordinates student nurse experiences with local nursing schools and supplements the nursing educational program. Designs, establishes, maintains, monitors, and evaluates program; plans, develops and directs programs for of education for all new nursing hires. Develops, schedule, and direct clinical orientation programs for professional and auxiliary nursing service personnel; develops instructional materials to assist new staff in becoming oriented; and designs, implements, and monitors educational programs for ancillary personnel, including health technician, nursing assistants, and medical support assistants. Maintains statistics and demographics on contacts and reports regularly to pertinent committees and participates actively with nursing governance committees; formulates goals and objectives, future plans, and other related activities. Maintains various records and or spreadsheets concerning certifications and licensures held by clinician and non-clinician staff; reviews certification and licensure status every two years as required by the Joint Commission HR standard. Manages the Nurse Education training budget; prepares and maintains financial and material resource requirements for education and training programs; prepares budget and financial status reports on the use of training funds and reports to Quality Management. Serves as student or volunteer liaison through orientation, intaking processing and exiting; develops and coordinates volunteer program for the service unit; collaborates with Patient Advocate and Human Resources Department to see that volunteers are accepted and assigned to appropriate departments. Participates in strategic planning and forecasting for service unit mission, goal achievement for nursing services; promotes a positive and professional image of the service unit through networking with colleagues in the various health care fields. Demonstrates ability to use computer proficient; acts as own secretary, sets appointments, timelines, and communicates verbally, electronically and in writing. Performs other duties as assigned.

**QUALIFICATION REQUIREMENTS:** YOUR DESCRIPTION OF WORK EXPERIENCE, LEVEL OF RESPONSIBILITY, AND ACCOMPLISHMENTS WILL BE USED TO DETERMINE THAT YOU MEET THE FOLLOWING REQUIREMENTS:

**POSITIVE EDUCATION REQUIRED:** Yes

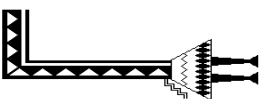
**LICENSURE REQUIRED:** Yes

**BASIC REQUIREMENTS:** EDUCATION – Degree or diploma from a professional nursing program approved by the legally designated State accrediting agency at the time the program was completed by the applicant.

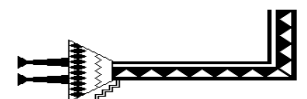
### **IN ADDITION TO BASIC REQUIREMENTS:**

GS-09: 52 weeks of professional professional nursing experience equivalent to at least the GS-09 level.

**SPECIALIZED EXPERIENCE:** Experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, professional nurse experience must have been equivalent to at least the next lower grade level.



THIS POSITION IS LOCATED IN A SMOKE FREE ENVIRONMENT



**CONDITIONS OF EMPLOYMENT:** Immunization Requirement – all persons born after 12-31-56, must provide proof of immunity to Rubella and Measles. Serology testing to confirm immunity and/or immunizations will be provided free of charge. Special consideration may be allowed to individuals, who are allergic to a component of a vaccine, have a history of severe reaction to a vaccine, or who are currently pregnant. This applies to candidates for positions in any Service Unit or any Area Office position, which requires regular work at a Service Unit.

**OTHER SIGNIFICANT FACTORS:** This position is covered under the Indian Child Protection Act and is hereby designated an authorized child care position subject to P.L. 101-630 and P.L. 101-647.

**PHYSICAL DEMANDS:** Most work is primarily sedentary. There may be some walking, standing, bending, stooping and carrying of items. Occasional lifting is required in transporting audiovisual aids.

**WORK ENVIRONMENT:** The work environment involves normal, everyday risks, typical of such places as offices, meeting and training rooms. On a routine basis, employee goes into the six bed ward area of Four Corners Regional Health Center to talk with nurses and other clinic staff, to conduct studies, and to evaluate educational needs of professional and paraprofessional staff through observation of their activities with patients.

**SELECTIVE PLACEMENT FACTORS:** Applicant must possess active, current registration as a professional nurse in a State, the District of Columbia, the Commonwealth of Puerto Rico, or a Territory of the United States. (Attach copy of licensure).

**TIME-IN-GRADE REQUIREMENTS:** Candidates applying under the provisions of the Excepted Service Examining Plan may be appointed without regard to time-in-grade requirements. Candidates applying under the provisions of the Merit Promotion Plan must have completed at least 52 weeks of service at the 11 level to qualify at the GS-12 level and 52 weeks of service at the 12 level to qualify at the GS-13 level.

**LEGAL AND REGULATORY REQUIREMENTS:** Candidates must meet time-after-competitive appointment, time-in-grade (if applicable), and qualification requirements by the closing date of the vacancy announcement.

●●● NOTE ●●● Refer to OPM Handbook Qualification Standards Operating Manual or the IHS Excepted Service Qualification Standards, Series 0610, for complete information. Substitution of education for experience will be made in accordance with those standards. For more complete information, contact your Servicing Human Resources Office.

**WHO MAY APPLY:** Merit Promotion Plan (MPP) Candidates. Applications will be accepted from status eligibles (e.g., reinstatement eligibles and current permanent employees in the Competitive federal service), and from current permanent IHS employees in the Excepted federal service who are entitled to Indian Preference.

Excepted Service Examining Plan (ESEP) Candidates: Applications will be accepted from individuals entitled to Indian Preference. Current permanent IHS Excepted service employees and Competitive service employees or Reinstatement eligibles entitled to Indian Preference may also apply under the provisions of the Indian Health Service Excepted Service Examining Plan. These candidates MUST indicate on their "Application for Federal Employment" whether their application is submitted under the IHS Excepted Service Examining Plan, the IHS Merit Promotion Plan, or both.

**COMMISSIONED OFFICERS:** Commissioned Officers may indicate an interest in being considered by submitting a resume. Commissioned Corps applicants will be evaluated by the Human Resources Office against the applicable Preston Standards or the Civil Service Standards if no Preston Standard exists. These applicants must describe the experience gained in their two most recent positions and provide the dates they occupied those positions. In addition, **Commissioned Corps applicants** must also provide information regarding education, including degrees obtained and schools attended by submitting official transcripts and they must include home/work telephone numbers if this information is not contained in the resumes. When required by the vacancy announcements, those applicants must submit specific information related to any knowledge, skills, and abilities that are being used as selective factors. Commissioned Corps applicants may also be required to submit proof of Indian Preference and proof of possession of the appropriate license.

Applications will also be accepted from individuals eligible for non-competitive appointment (e.g., applicants eligible for appointment under the Veterans' Readjustment Act, the severely handicapped, or those with a 30% or more compensable service-connected disability).

#### **INFORMATION FOR DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) SURPLUS OR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION (CTAP).**

If you are currently a DHHS employee who has received a Reduction-in-Force (RIF) separation notice or a Certificate of Expected Separation (CES), you may be entitled to special priority selection under the DHHS Career Transition Assistance Program (CTAP). To receive this priority consideration you must:

1. Be a current DHHS career or career-conditional (tenure group I or II) or be a current IHS excepted appointment (with no time limits) tenure group II excepted/competitive service employee who has received a RIF separation notice or a CES and, the date of the RIF separation has not passed and you are still on the rolls of DHHS. You must submit a copy of the RIF separation notice or CES along with your application.
2. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have a greater promotion potential than the position from which you are being separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package.
4. Be currently employed by DHHS in the same commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).

6. Meet the basic qualifications for the position, any documented selective factor, and physical requirements with any reasonable accommodation and is able to satisfactorily perform the duties of the position without undue interruption.

**INFORMATION FOR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP).**

If you are a displaced Federal employee, you may be entitled to receive special priority consideration under the ICTAP. To receive this priority consideration, you must:

1. Be a displaced Federal employee. You must submit a copy of the appropriate documentation such as RIF separation notice, a letter from Office of Personnel Management (OPM) or your agency documenting your priority consideration status with your application package. The following categories of candidates are considered displaced employees.
  - A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:
    1. Received a specific RIF separation notice; or
    2. Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies it is unable to place; or
    3. Retired with a disability and whose disability annuity has been or is being terminated; or
    4. Upon receipt of a RIF separation notice retired on the effective date of the RIF and submit a Standard Form 50 that indicates "Retirement in lieu of RIF;" or
    5. Retired under the discontinued service retirement option; or
    6. Was separated because he/she declined a transfer of function or directed reassignment to another commuting area.

**OR**

1. Former Military Reserve or National Guard Technicians who are receiving a special OPM disability retirement annuity under section 8337(h) or 8456 of Title 5, United States Code.
2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement).
4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.)
6. Be rated well qualified by achieving a score of 80 on a rating scale of 70 to 100 for the position including documented selective factors, quality ranking factor, physical requirements with reasonable accommodations and is able to satisfactorily perform the duties of the position upon entry.

**EVALUATION CRITERIA:** Evaluation will be made of Experience, Performance Appraisals, Training, Letters of Commendation, Self-Development, Awards and Outside Activities, which are related to this position. To receive full credit for your qualifications, provide a narrative statement of training, awards, hobbies, self-developed achievements, and any other aspects of your background as they relate to the knowledge, skills, and abilities (KSAs) outlined below and show the level of accomplishment and degree of responsibility.

The KSAs in your narrative statement will be the principle basis for determining whether or not you are highly qualified for the position. Describe your qualifications in each of the following:

1. Knowledge of current nursing standards of practice.
2. Ability to develop, implements, maintains and evaluates Nursing Internship Program.
3. Ability to provide direct clinical instructions to professional and paraprofessional staff.
4. Skill in interpersonal relations and/or gain the cooperation of others.
5. Knowledge and application of adult learning theory.
6. Knowledge of Hospital Accreditation Standards.

**HOW AND WHERE TO APPLY:** All applicants must submit the following to the Four Corners Regional Health Center, Branch of Human Resources, HC 6100 Box 30, Teec Nos Pos, AZ 86514, by 4:30 p.m., on the closing date.

1. OF-612, Optional Application for Federal Employment; or
2. Resume; or
3. Any other written application format

Plus:

- BIA Form 4432, if applicable.
- OF-306, Declaration for Federal Employment (revised January 2001).
- Addendum for Child Care & Indian Child Care Worker Positions Form.
- Any other necessary documentation pertinent to the position.

A copy of an **official Bureau of Indian Affairs Indian Preference Certificate, BIA Form 4432**, signed by the appropriate BIA Official, **must be submitted if the applicant claims Indian Preference**. Navajo Area Indian Health Service employees claiming Indian Preference need not submit the BIA Form 4432, but must state that such documentation is contained in their Official Personnel Folder.

**VETERANS:** Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of active service may apply.

“Declaration for Federal Employment” (OF-306), and Addendum for Child Care & Indian Child Care Worker Positions form must be completed and submitted with **original** signatures to determine your suitability for Federal employment, to authorize a background investigation and to certify the accuracy of all the information in your application. Responding “yes” to any of these questions can make you ineligible for employment in this position. If you make a false statement in any part of your application, you may not be hired, you may be fired after you begin work, or you may be fined or jailed.

For more information, contact: Paula Williams. Human Resources Specialist, at (928) 656-5010; Email: [paula.williams2@ihs.gov](mailto:paula.williams2@ihs.gov).

**INFORMATION REQUIRED ON RESUMES AND OTHER APPLICATION FORMATS:** Resumes or other application formats must contain all of the information listed below in sufficient detail to enable the Human Resources Office to make a determination that you have the required qualifications for the position. Specifically, the information provided under #7 (High School), #8 (Colleges and Universities), and #9 (Work Experience) would be used to evaluate your qualifications for this position. **FAILURE TO INCLUDE ANY OF THE INFORMATION LISTED BELOW MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION.**

1. Announcement Number, Title and Grade of the job for which you are applying;
2. Full name, mailing address (with zip code), day and evening phone numbers (with area codes);
3. Social Security Number;
4. Country of Citizenship;
5. Veterans' preference: indicate if you are claiming preference; attach DD-214. Preference is not applicable to current DHHS permanent employees (Federal employees with competitive status or reinstatement eligibles);
6. Highest Federal civilian grade held (give series and dates held; attach SF-50, if applicable);
7. High School: Name, City, State (zip code, if known), and date of diploma or GED;
8. Colleges and Universities: Name, City, State (zip code, if known), Majors, Type and Year of Degrees received (if no Degree, show total semester or quarter hours earned); attach official transcript;
9. Work Experience (paid and non-paid) – Job title, duties and accomplishments, Employers' names and addresses, Supervisors' names and phone numbers, starting and ending dates (month/year), hours worked per week, and salary;
10. Indicate if we may contact your current supervisor;
11. Job-related training courses; skills, certificates, registrations, and licenses (current only), honors, awards, special accomplishments, etc.

**NOTE:** Persons who submit incomplete applications will be given credit only for the information they provide and may not, therefore, receive full credit for their veterans' preference determination, Indian preference, education, training, and/or experience. **THIS OFFICE WILL NOT SOLICIT ADDITIONAL INFORMATION.**

**REASONABLE ACCOMMODATION:** This agency provides accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

**ADDITIONAL SELECTIONS:** Additional or alternate selection may be made within 90 days of the date of the certificate issued if the position becomes vacant or to fill an identical additional position in the same geographical location.

**INDIAN PREFERENCE:** Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act. In other than the above, the IHS is an Equal Opportunity Employer.

**SELECTIVE SERVICE CERTIFICATION:** If you are a male born after December 31, 1959, and you want to be employed by the Federal government, you must (subject to certain exemptions), be registered with the Selective Service System.

**EQUAL EMPLOYMENT OPPORTUNITY:** SELECTION FOR POSITIONS WILL BE BASED ON MERIT WITH NO DISCRIMINATION FOR NON-MERIT REASONS, SUCH AS RACE, COLOR, RELIGION, GENDER, SEXUAL ORIENTATION, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, PHYSICAL HANDICAP, AGE OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION. PROMOTIONS OR APPOINTMENTS WILL NOT BE BASED ON PERSONAL RELATIONSHIP OR OTHER TYPES OF PERSONAL FAVORITISM OR PATRONAGE.

*/s/ Paula Williams*

Human Resources Clearance

September 24, 2008

Date

EACH APPLICATION FORM AND DOCUMENT FORM MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER SR-08-115. ALL ORIGINAL DOCUMENTS AND COMPLETED APPLICATION FORMS ARE TO BE DUPLICATED BY THE APPLICANT BEFORE SUBMISSION AS WE DO NOT HONOR REQUESTS FOR COPIES. COMPLETED FORMS WHEN SUBMITTED BECOME THE PROPERTY OF THIS HUMAN RESOURCES OFFICE AND WILL NOT BE RETURNED.

## SUPPLEMENTAL QUESTIONNAIRE

Nurse Educator, GS-610-11

1. **Knowledge of current nursing standards of practice.** This defines knowledge and skills in current nursing principles and practices and the skill and ability to implement the same in the working setting. This includes the ability to develop programs specific to education and training of nursing staff. This also includes the ability to evaluate and manage such programs. What in your background would indicate that you possess this knowledge?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

2. **Ability to develop, implements, maintains and evaluate nursing internship program.** This is the ability to apply the concepts, principles, and processes of teaching and learning to develop and present educational/training programs to staff and students. What in your background would indicate that you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

3. **Ability to provide direct clinical instructions to professional and paraprofessional staff.** This is the ability to provide direct instruction in a clinical setting through the application of nursing and educational concepts and theories to patient care. What in your background would indicate that you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

4. **Skill in interpersonal relations and/or gains the cooperation of others.** This is ability to establish and maintain positive interpersonal relationships utilizing tact, diplomacy and mature judgment with a variety of individuals including supervisors, managers, subordinates, patients/families, and health care providers, schools of nursing, students, faculty and the general public within and outside the organization. What in your background would indicate that you possess this skill?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

5. **Knowledge and application of adult learning theory.** This defines the applicant's knowledge of adult learning theory and the ability to apply this knowledge in a clinical setting. What in your background would indicate that you possess this knowledge?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

6. **Knowledge of hospital accreditation standards.** This is the ability to understand, implement and develop systems to monitor and maintain the standards of accreditation agencies and others with the Human Services. What in your background shows you possess this knowledge?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

7. **Ability to organize and keep records, manuals and files.** This is the ability to maintain and assemble a wide variety of files, departmental manuals, records, and correspondence into an efficient system of records which meets or exceeds accrediting agency requirements. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

#### CERTIFICATION

I certify that all of the statements made in the above questionnaire are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.

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Signature of Applicant

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Date